

# **NAVY PERSONNEL COMMAND**



**Bureau of  
Naval Personnel**

**NAVY PERSONNEL**



# **Enlisted Advancements Branch (PERS-4811)**

**Board Sponsor: PNCM(SW) VIC  
SMALLWOOD**

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***Visit our Web Site:***

**<http://www.bupers.navy.mil/pers8/pers-81/pers-811/pers-811a.htm>**

## **PERS-4811 Staff**

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# **PERS-481 Functions**

- **Administer the Navy Enlisted Advancement System**
- **Sponsor for Master/Senior/Chief Petty Officer Selection Boards and Special Boards**
- **Waivers of Advancement Eligibility Requirements for Rating Entry and Exam Participation**
- **Primary Advisor to the Board for Correction of Records and Congressional Liaison for Matters Concerning Enlisted Advancements**

# **PERTINENT INSTRUCTIONS**

- **BUPERSINST 1430.16E ADVANCEMENT MANUAL (Currently Under Review)**
- **BUPERSINST 1430.17E COMMAND ADVANCEMENT PROGRAM (Being included into 1430.16F)**
- **BUPERSINST 1401.2 SPECIAL ENLISTED SELECTION BOARDS (Being included into 1430.16F)**
- **VARIOUS NAVADMINS**

**PARs (No longer required or  
available)**

**NON-Residential Training Courses  
(Professional and Military  
Courses)**

**“Do your courses,  
Do them early,  
Do them often!”**



# **200 Question Rating Exam** **( 3 hours allotted)**

## **Professional Military Knowledge Questions**

- E4 - 50 Military Questions**
- E5 - 65 Military Questions**
- E6 - 85 Military Questions**
- E7 - 100 Military Questions**

## **Why Do Results Take So Long ?**

- **Exam Center must receive at least 90% of Navy Wide Answer Sheets prior to results being published.**
  - **(Grading is done as Answer Sheets arrive)**
- **Substitute Exams**



## **EXAM DATES**

**March**  
**PO1 1ST THUR**

**September**  
**1ST THUR**

**PO2 2ND THUR**

**2ND THUR**

**PO3 3RD THUR**

**3RD THUR**

**CPO ALWAYS 3RD THURSDAY OF  
JANUARY**

# **TIR Waiver for Top Performers**

- **Authorized by Commanding Officer**
- **For E6-E7 candidates**
- **EP on most current “Periodic” Eval**
- **No “Special” or Transfer” Eval to establish waiver eligibility**
- **Eval must be a periodic ending prior to the**

# **Adjustments to Final Multiple Computation for E4-E6**

- **Elimination for credit for Length of Service**
- **Double the weight of PNA points**
- **PMA multiplier increased 20%**
- **Elimination of Credit for Warfare Qualifications and Voluntary Education**



## Final Multiple Computation

Exam		Computation	Maximum Points and %		
FACTOR	PAYGRADE		E-4/5	E-6	E-7
Standard Score	ALL	Indicated on Exam Profile Sheet	80 (34%)	80 (30%)	80 (60%)
Performance	E-4/5	(PMA X 60) -156	84 (36%)	110 (41.5%)	52 (40%)
	E-6	(PMA X 60) - 130			
	E7	PMA X 13			
Service in Paygrade	E-4/5	(2 X SIPG) +15	30 (13%)	34 (13%)	
	E-6	(2 X SIPG) + 19			
Awards	E-4/5/6	Values in Adv Manual	10 (4%)	12 (4.5%)	
PNA Points	E-4/5/6	2 X PNA Points from last 5 cycles	30 (13%)	30 (11%)	
Maximum FMS Points Possible			234	266	132

# E6 Final Multiple Spread

<b>Factor</b>	<b>Maximum Points</b>	<b>Minimum Points</b>	
<b>Test Score</b>	<b>80 (30%)</b>	<b>35</b>	
<b>PNA Points</b>	<b>30 (11%)</b>	<b>0</b>	
<b>PMA</b>	<b>110 (41.5%)</b>	<b>86</b>	
<b>Service in Paygrade</b>	<b>34 (13%)</b>	<b>25</b>	
<b>Awards</b>	<b>12 (4.5%)</b>	<b>0</b>	
<b>Total</b>	<b>266 (100%)</b>	<b>146</b>	

# E4/5 Final Multiple Spread

<b>Factor</b>	<b>Maximum Points</b>	<b>Minimum Points</b>	
<b>Test Score</b>	<b>80 (34%)</b>	<b>35</b>	
<b>PNA Points</b>	<b>30 (13%)</b>	<b>0</b>	
<b>PMA</b>	<b>84 (36%)</b>	<b>60</b>	
<b>Service in Paygrade</b>	<b>30 (13%)</b>	<b>17</b>	
<b>Awards</b>	<b>10 (4%)</b>	<b>0</b>	
<b>Total</b>	<b>234 (100%)</b>	<b>112</b>	



# E7 Final Multiple Spread

<b>Factor</b>	<b>Maximum Points</b>	<b>Minimum Points</b>	
<b>Test Score</b>	<b>80 (60%)</b>	<b>35</b>	
<b>PMA</b>	<b>52 (40%)</b>	<b>46.8</b>	
<b>Total</b>	<b>132 (100%)</b>	<b>81.8</b>	

**This Web Site is absolutely the best source of Official information in preparing for an exam.**

- **Bibliographies for Advancement** - These are exam specific meaning every question on the exam for which the Bib is prepared will come from a reference in the Bib.
- **Catalog of Nonresident Training Courses**
- **Advancement strategy guides available on advancement web site.**  
5 rating specific guides available now, with the rest to follow soon.
- **Training Manuals, Nonresident Training Courses & Special Publications** - Soon, most courses will be available for online enrollment.

**One last thing...**

**How well you do on a Navy examination is  
determined  
by how many questions you answer correctly...  
SO...**

**Answer Every  
Question!**



# Things You Should Know About Enlisted Selection Boards

# Fleet Reserve

- **Application for Fleet Reserve  
Renders you  
ineligible for Selection Board  
Consideration  
unless your Fleet Reserve date is  
High Year  
Tenure (HYT) mandated**

# **QUOTAS FOR SELECTION**

- **Quotas are established by N13 based on end-strength numbers in the different rates and needs of the Navy.**
- **N13 provides the quotas to PERS-4811**
- **PERS-4811 conducts the selection board and recommends promotion based on these numbers**



# **RELEASE OF QUOTAS**

**We can not release quotas until all board members have been sworn in.**

**Quotas are normally put out around the second day of the Selection Board proceedings**

# **PERCENTAGES**

<b>Eligibles</b>	<b>Selected</b>	<b>Percent</b>
<b>E9/3,121</b>	<b>470</b>	<b>15.05</b>
<b>E8/12,963</b>	<b>1,555</b>	<b>11.99</b>
<b>E7/19,084</b>	<b>4,323</b>	<b>22.65</b>

# **TIR Waiver for Top Performers (EP)**

- **Authorized by Commanding Officer**
- **For E6-E7 candidates**
- **EP on most current “Periodic” eval**
- **No “Special” eval to establish waiver eligibility**
- **Eval must be a periodic ending**





## Early Promote Waivers

<u>Board Eligible</u>		<u>Selected</u>	
<u>Percentage</u>			
FY02	687	322	
47.0%			
FY03	672	246	36.6%
FY04	758	309	
40.8%			
FY05	812	251	

# PACKAGES

	<u>Eligibles</u>	<u>Packages</u>
CPO	19,084	14,038
SCPO	12,963	5,488
MCPO	3,121	1,386

# **PACKAGES DUE DATE**

**MCPO/SCPO  
CPO**

**9 January  
14 May**

**Packages must be postmarked by these  
dates**



# **Membership Considerations**

**Board Member composition will be determined by:**

- **Rating**
- **Minority**
- **Gender**
- **Geographic Location**
- **Community (i.e. type aircraft, SPECWAR)**
- **Special Qualifications**
- **Number of Records to be Reviewed**
- **Prior Board Experience**

# **Board Composition**

**President - Voting Member**  
**Ensures compliance with**  
**precept**

**Voting Members - Master Chief Petty**  
**Officers**  
**Officers (CDR, LCDR)**  
**Warrant Officers (W3,**  
**W4)**  
**Recorders - Provide admin support**

# Board Composition

**Thirteen Panels for Record Review:  
1, O-5 (One LDO/CWO on large  
panels)**

**3-10, Master Chiefs  
Related Ratings and Special Qualifications Where  
Possible**

**Communications Panel  
Panel**

**Engineering**

**Surface Deck Panel**

**Weapons Panel**

**Health Care Panel  
Panel**

**Seabee**

**Administration Panel**

**Intelligence**

**Panel Hull/Engineering Panel  
Panel**

**Supply**

**Administration Panel**

**Administration Panel**



# Board Precept

- **Convening Order to the President**
- **Provides Quotas by Rating**
- **Provides number of “Early Candidates” the board can select.**  
(Applies only to active duty enlisted members)
- **Provides Approved Membership**

# Board Precept

**Provides specific guidance from the Chief of Naval**

**Personnel concerning:**

- **Always first and foremost, select best and fully qualified**

- **Special Qualifications and Collateral Duties**

- **Female and Minority Personnel (Equal Opportunity)**

- There are no female or minority quotas. Be aware there are still people in the Navy who have been denied the opportunity for assignment to some duties due to gender or ethnic origin because of legal restrictions or needs of the Navy

- **Adverse Information -**

- If occurred within the past five years, must be disclosed to the entire board if member is recommended for selection.

- **Innovation Guidance -**

# Board Process

- Briefs on EEO, EVALs/FITREPs
  - Board is sworn in.
  - Discussion of criteria for selection
  - Assign Records randomly within Panels
  - Record Review - Score Records, Crunch Re
  - Develop Slate - Brief President
  - Tank - Present Slate to Board Members
  - Vote - Majority Required
  - Compile Results for Presentation to CNP
  - Call out with
- CNP Please**





# **Selection Boards are Looking For?**

## **Test Score (E7 only)**

**Indicator of Professional Knowledge**

## **Evals/Fitreps Source Document**

**Break Out Against Reporting Senior's Average**

**Break Out in Numbers**

## **Promotion Recommendation**

**Consistent? Improving? Declining?**

**One of One vs Playing in Traffic**

## **Description of Duties**

**Job Scope, Leadership, and Level of Responsibility,**

**Impact of Position on Command Mission**

**Difficult/Arduous Duty? Increased**

**Responsibilities?**

## **Professional Maturity and Experience**

**History of Assignments (normal sea/shore rotation)**

# Performance Narrative

## PRIORITIZE

- Comments separating Candidate from Peers!
- Performance of Primary and Collateral Duties
- Does Documentation of Performance support Marks and Promotion Recommendation?
- Qualitative and Quantitative Comments

Concerning Candidates Contributions to

- **Warfare Qualifications (SW/AW/SCW/SS)**

If you're at a command where you can get a warfare pin, get it! It is a requirement!

- **Special Qualifications**

(NAC/DV/EOD/SWCC/MTS)

- **Awards**

More recent personal awards are more valuable

- **Education - Schools, Courses, etc;**

helpful, but not required

- **Community Service - Leadership Roles;**

helpful, but not required

- **Collateral Duties-**(i.e. Career Counselor, DAPA, CMEC, CTT, DCTT, CDB, EOOW, CSOW, Indicator of Initiative, Leadership and Contribution to Command)



# Potential

**Taking all of these things in to consideration, what is the candidate's potential to serve in the next higher pay grade?**

# **The Slating Process**

**This is the final stage of the selection process (i.e. An example would be a slate of all ADC candidates.), the panel must present that slate to the board for approval.**

**The panels justify their recommended selections to the board. Essentially, the panel must explain to the board why the last select is a better candidate than those who were competitive but not selected. The panel must answer any and all questions asked by the board about the slate to the board's satisfaction.**

**Once discussion is concluded, the board will vote on the slate. A majority is required to approve the**



**Upon Board completion, the Board President, Board Sponsor and Head Recorder callout with CNP.**

- **Hotwash of Board Proceedings**

**When CNP approves Board, results are released to BUPERS ACCESS for 48-hour notification by Commanding Officers.**



[illegible]

# The Slating Process

Seq	Min	Sex	Exam	Rec	Marks	Scope	Exp	Perf	Coll	Quals	Obj	Pot	Tot	E
1	I	M	41	100	100	100	75	88	25	72	70	100	771	
2	C	M	45	93	100	75	75	75	50	60	60	100	733	
3	C	M	34	86	100	100	50	75	50	85	50	100	730	
4	C	F	37	86	75	100	88	100	30	48	45	100	709	
5	C	M	43	100	100	62	88	75	25	72	35	100	700	
6	C	M	32	93	100	88	75	88	30	25	60	100	691	
7	C	M	39	73	50	100	75	88	40	50	60	100	675	
8	A	M	49	100	100	75	75	75	15	25	40	100	654	
9	C	M	42	100	100	75	62	62	25	12	70	100	648	
10	A	M	35	100	100	88	50	62	5	25	65	100	630	
11	N	M	45	80	100	75	50	50	25	60	35	100	620	
12	C	M	43	72	38	50	60	75	20	72	60	75	565	
13	C	M	61	100	100	50	50	50	10	25	45	50	541	

# When will I get paid?

- **E-6 and below:**
  - **those who scored the highest get paid first from the final score.**
- **E-7 thru E-9:**
  - **Paid by Seniority (Time in Rate)**
  - **We are currently receiving 3 month increments from the Exam Center**



# **MAINTAIN YOUR RECORD**

- **Check for:**
  - **Regular Eval/Fitrep continuity**
  - **Awards**
  - **Education Information**
  - **Special Qualifications**
- **Order your PSR and Microfiche Record/CD**
  - **[www.bol.navy.mil](http://www.bol.navy.mil)**

# BOARD CORRESPONDENCE

- **Letter to the Board**
  - Letters may be addressed to the President from eligible candidates and received up to the Selection Board convening date
  - May include anything that eligible candidate feels should be in record for board's consideration
- **No Third Party Correspondence**
- **Paper Documents**
  - Validated by appropriate NPC authority
  - Do not send Originals, they will not be sent back
  - Do not send Duplicates of items already in Service Record
  - Do not Highlight items on your documents mailed

**Check and Compare YOUR Record**

# BOARD CORRESPONDENCE

- MAKE SURE CORRESPONDENCE IS MAILED **BEFORE** LAST DATE FOR SUBMISSION
  - Don't mail package Friday and call Monday to see if it was received!
  - Could take 3-4 weeks to process a package

**CHECK YOUR RECORD - DO NOT  
SEND DUPLICATES OF ITEMS IN YOUR  
RECORD!!!**



## **Selection Boards/ Enlisted Advancements**

- **Listing of Eligible Candidates**
- **Precept**
- **Membership**
- **Quotas**
- **Select Message**
- **Factors for Selection**

**Log in for information on advancements and results of promotion/continuation selection boards**

**PERSONAL ACCOUNTS:**

- Pre-board - can view name, package received.**
- Post-board - can view *select status* when NAVADMIN is released**

**COMMAND ACCOUNTS:**

- All of the above, plus *select status* 48 hours prior to NAVADMIN release**



















**NAVY PERSONNEL**



***QUESTIONS ?***